

**Job Title: OK Policy Administrative Assistant**

**Location: Tulsa, OK**

**Reports To: Senior Operations & Development Associate**

**Supervisory Responsibilities: None**

**Job Classification: Full-Time / Salaried**

**Purpose: The Administrative Assistant will provide support to the organization and office visitors by handling a variety of administrative and clerical tasks.**

#### **Duties/Responsibilities**

- Answer, screen, and route calls, emails, parcels, and interact with OK Policy delivery vendors
- Meet and greet visitors
- Ensure tidiness of reception area, lobby, and other shared spaces in the office
- Order and maintain supplies; coordinate equipment maintenance
- Coordinate calendars and schedule appointments
- Coordinate travel arrangements; assist with expense reports and process invoices; ensure that correct account codes are used and obtain required signatures
- Coordinate meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and recording and transcribing meeting minutes
- Perform general clerical duties including but not limited to filing, photocopying, scanning, and mailing
- Create reports and assemble information in support of OK Policy teams
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues
- Assist with special projects, process internal support/event request forms, and attend events, as assigned
- Perform other related duties as assigned by management

#### **Skills / Experience**

##### **Essential:**

- 1-3 years of related work experience required; highly qualified candidates would have 3+ years of related work experience
- Exemplary customer service and interpersonal skills in person, by phone, and over email
- Excellent written and verbal communication skills; focusing on professional, polite, attentive, and accurate relations with staff, vendors, and customers
- Ability to understand and follow written and verbal instructions
- Strong computer skills with proficiency in Microsoft Office
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Comfortable with taking direction, as well as providing, receiving, and implementing feedback from others
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Experience and enthusiasm for working in a fast-paced, dynamic environment while maintaining an upbeat, positive attitude
- Professional attire and presence
- High standards of timeliness and attendance

**Desirable:**

- Experience with financial transactions and data input, and demonstrating discretion with confidential information
- Experience working with computer applications such as: Slack, Salesforce, Salsa, Cognito, Quickbooks, G-Suite, Google Calendars, or Basecamp
- Experience working on projects independently, taking initiative within areas of responsibility, and suggesting improvements
- Awareness of OK Policy's mission, vision, and issue areas

**Education:**

- No educational requirements

**Working Conditions**

- Ability to travel, as needed - less than 5% of working time and typically fewer than 10 miles
- Valid Driver's License
- Ability to work occasional evenings and weekends to support events, if needed
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed
- Position frequently requires the ability to sit, walk, and stand for extended periods of time
- Position continually requires the ability to talk and hear both in person and over the phone
- Position continually requires visual acuity as well as hand and finger to operate equipment, read, and use a keyboard

**Compensation**

OK Policy values its employees, and as such, offers competitive total compensation package which includes cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health and dental insurance, retirement plans, health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$29,000 - \$35,000 (commensurate with experience)

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*